



COMMISSIONER
James R. Hine

December 3, 2004

To: Transition Assistance Services (TAS) Agencies

Subject: Department of Aging and Disability Services (DADS)
Provider Services
Information Letter No. 04-42
Transition Assistance Services

Effective September 1, 2004, the Department of Aging and Disability Services (DADS) implemented Transition Assistance Services for 1915(c) Medicaid waivers. This information letter provides guidelines for disposition of items purchased or deposits paid on behalf of the individual, if the individual does not leave the nursing facility (NF).

The TAS agency must attempt to return any item(s) purchased on behalf of the individual and collect a refund for the amount of the purchase. The TAS agency also must attempt to recoup security, utility, and other deposits paid on behalf of the individual.

- If the TAS agency is unsuccessful in returning the item(s) for the amount of monies paid or the deposits paid on behalf of the individual cannot be recouped, the TAS agency is entitled to cost of the item(s) and/or reimbursement for deposits paid, not to exceed the authorized amount. The TAS agency must send the case manager written notice stating the item(s) could not be returned or the deposits could not be recouped. The case manager will contact a local charity to donate the items and make arrangements for pick-up. The charity must serve individuals whose needs are similar to those of the individual for whom the items were purchased or must be dedicated to assisting individuals establish a home.
- If the TAS agency is able to return the item(s) or receives the deposits back, the TAS agency is not entitled to reimbursement. If the TAS agency recoups part of the monies paid, the TAS agency is entitled to the costs of the item(s) or deposits less any monies recouped. Any claims that had been filed and paid for the item(s) or deposits would need to be adjusted by the TAS agency to pay the monies back to DADS.
- If a service has already been provided, i.e. pest eradication, then the TAS agency is entitled to the costs of the service, not to exceed the authorized amount.

If the individual is only in the community for only a few days and returns to the NF, he keeps the item(s) purchased through TAS.

The agency can bill for the TAS fee in all the above situations.

Please contact your DADS contract manager or waiver program specialist if you have any further questions regarding this information.

Sincerely,

Signature on file

Barry C. Waller
Assistant Commissioner
Provider Services

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